



**Office of Kansas Governor
Federal and Other Grants Program**

Federal Victims of Crime Act Grant

**Fiscal Year 2007
Grant Application**

APPLICATION DEADLINE:

RECEIVED BY 5:00 P.M. AUGUST 22, 2006

**V
O
C
A**

**OFFICE OF THE GOVERNOR
KATHLEEN SEBELIUS
FEDERAL AND OTHER GRANTS
PROGRAM**

**FEDERAL VICTIMS OF
CRIME ACT VICTIM ASSISTANCE
GRANT APPLICATION**

SEVEN APPLICATIONS (ONE ORIGINAL AND SIX COPIES)
SHOULD BE FORWARDED TO

GOVERNOR'S GRANTS PROGRAM
LANDON STATE OFFICE BUILDING
900 SW JACKSON, ROOM 304 N
TOPEKA, KS 66612-1220

APPLICATIONS NOT **RECEIVED** BY 5:00 P.M., AUGUST 22, 2006 WILL NOT BE ACCEPTED

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED IN WRITING.**

GUIDELINES

VICTIMS OF CRIME ACT GRANT GUIDELINES

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the Federal Victims of Crime Act (VOCA) Crime Victim Assistance grant program as established by 42 U.S.C. § 10601 et seq. and amendments thereto.

The Kansas Governor's Grants Program establishes policies and procedures for the VOCA Crime Victim Assistance grant program, consistent with the minimum requirements of VOCA and the Federal Program Guidelines as incorporated in this document. The Governor's Grants Program can choose to be more restrictive.

For the purpose of these grant program guidelines, direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety such as boarding up broken windows and replacing or repairing locks.

For the purpose of the VOCA Crime Victim Assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

VOCA funds are to be used by eligible public agencies, not for profit, community and faith based organizations to provide direct services to crime victims. The Governor's Grants Program has sole discretion for determining which organizations will receive funds and in what amounts, as long as the applicants meet the requirements of VOCA and the Federal Program Guidelines.

The Governor's Grants Program may award VOCA funds to organizations that are physically located in an adjacent State, when there is an efficient and cost-effective mechanism available for providing services to victims who reside in Kansas. When adjacent State grant awards are made, the amount of the grant award must be proportional to the number of victims residing in Kansas to be served by the adjacent State organization.

PROGRAM REQUIREMENTS

1. VOCA grant funds will enhance or expand services and will not be used to supplant State or local funds that would otherwise be available for crime victim services.
2. Priority shall be given to victims of sexual assault, domestic violence and child abuse. Thus a minimum of 10 percent of each federal fiscal year's grant (30 percent total) will be allocated to each of these categories of crime victims. Current VOCA subgrantees will be given priority in receiving grant awards. In addition, priority will be given to VOCA grant projects which provide on-going direct services to victims of crime.
3. An additional 10 percent of each VOCA grant will be allocated to victims of violent crime (other than "priority" category victims) who were "previously underserved." These underserved victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud and elder abuse.

For purposes of this grant program, a victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings and military installations.

For purposes of this grant program, elder abuse is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

Applicants are encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "underserved" victims may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

APPLICANT ELIGIBILITY REQUIREMENTS

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA grant funds. Each applicant shall meet the following requirements:

1. **Public Agency, Not for Profit, Community or Faith Based Organizations.** Applicants must be operated by public agencies, not for profit, community or faith based organizations, or a combination of such organizations and provide services to crime victims.

2. **Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.
3. **New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
4. **Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the grant projects supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each VOCA grant project (VOCA grant funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the Federal OJP Financial Guide. To obtain a copy call 1-800-458-0786 or go to <http://www.ojp.usdoj.gov/FinGuide> effective edition. **All funds designated as match are restricted to the same uses as the VOCA grant funds and must be expended within the grant project period.** Match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the Governor's Grants Program.

Example:	Total Grant Project Cost	= \$50,000
	80% Federal Share	= \$40,000
	20% Non-Federal Match	= \$10,000

For purposes of this grant project, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

- a. **Record Keeping for Match Requirements.** Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the subgrantee for its own paid

employees. **The Governor's Grants Program has the authority to require a non-federal cash match instead of an in-kind match.**

b. Exceptions to the 20 Percent Match.

- i. Native American Tribes/Organizations Located on Reservations.** The match for new or existing VOCA applicants that are Native American tribes/organizations located on reservations is five percent (non-federal cash or in-kind) of the total VOCA grant project. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.
 - ii. The match requirement may be waived if extraordinary need is documented and submitted to the Governor's Grants Program by the applicant and approved by the Federal Office for Victims of Crime and the Governor's Grants Program.**
- 5. Volunteers.** Volunteers must be used unless the Governor's Grants Program determines there is a compelling reason to waive this requirement. Agency staff cannot be used as volunteer time for this purpose. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing the documentation and reasons why volunteers cannot be used in its grant application. This documentation should include a statutory cite which prohibits use of volunteers.
- 6. Promote Community Efforts to Aid Crime Victims.** Applicants must promote within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA grant funds, but are not activities that can be supported with VOCA grant funds.
- 7. Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

8. **Comply with Federal Rules Regulating Grants.** Compliance with the applicable provisions of VOCA, the program guidelines, and the requirements of the Federal OJP Financial Guide (to obtain a copy call 1-800-458-0786 or go to <http://www.ojp.usdoj.gov/FinGuide> effective edition), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA grant funds must be maintained. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable VOCA victim services; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
9. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability, within the timetable established by the Governor's Grants Program; and permit reasonable access to its books, documents, papers and records to determine whether the subgrantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
10. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the Governor's Grants Program including, but not limited to, submitting financial, statistical and programmatic information on the use and impact of VOCA grant funds.
11. **Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.
12. **No Charge to Victims for VOCA-Funded Services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded grant project. Any deviation from the provision requires prior approval by the Governor's Grants Program.

The purpose of the VOCA victim assistance grant project is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.

13. **Program Income.** The Governor's Grants Program must ensure that applicants have the capability to track grant project income in accordance with federal financial accounting requirements. All VOCA-funded grant project and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project.

Grant project income can be problematic because of the required tracking systems needed to monitor VOCA-funded income and ensure that it is used only to make additional services available to crime victims. For example, VOCA often funds only a portion of a counselor's

time. Accounting for VOCA program income generated by this counselor is complicated, involving careful record keeping by the counselor, the subgrantee and the Governor's Grants Program.

- 14. Client-Counselor Confidentiality.** Applicants must maintain confidentiality of client-counselor information, as required by state and federal law.
- 15. Confidentiality of Research Information.** Except as otherwise provided by federal law, no organization receiving monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Victims of Crime Act of 1984 codified at 42 U.S.C. § 1060(d).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in affect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in affect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Haldermann, et al., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

ELIGIBLE ORGANIZATIONS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, not for profit, community or faith based organizations, or a combination of such agencies or organizations, in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith based organizations and other

community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations whose sole purpose is to serve crime victims, there are many other public agencies, not for profit, community and faith based organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive VOCA funds to help pay for victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with VOCA funds.
- 2. Religiously-Affiliated Organizations.** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- 3. Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups and/or other types of victim services. In addition, the Governor's Grants Program may only award VOCA grant funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination. **State law requires counties where the alleged offenses occur to be responsible for costs of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**
- 4. Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

ALLOWABLE SERVICES, ACTIVITIES AND COSTS

1. Allowable Costs for Direct Services. The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds:

- a. Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to domestic violence cases and are taken to ensure the health and safety of the victim. Agencies whose primary purpose is to provide emergency legal assistance may apply for this type of service. The Governor's Grants Program may not consider a grant award for contracting to provide emergency legal services unless good cause is shown why no other emergency legal assistance is available.
- b. Mental Health Assistance.** Those services and activities that assist crime victims and/or victims' family members in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples and family members related to counseling to provide emotional support in crises arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety," there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information and parole consideration procedures; and assistance with victim impact statements. VOCA grant funds cannot be used to pay for non-emergency legal representation, such as divorces or civil restitution recovery efforts.
- d. Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and such exams

conform with state evidentiary collection requirements. **It should be noted that State law requires counties where the alleged offenses occur to be responsible for costs of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**

- e. **Costs Necessary and Essential to Providing Direct Services.** This includes prorated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.
 - f. **Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
 - g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
2. **Other Allowable Costs and Services.** The services, activities and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA grant funds, the Governor's Grants Program and the applicant must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA grant funds will be used for these purposes. The following list provides examples of such items:
- a. **Skills Training for Staff.** VOCA grant funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA grant funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA funded organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals that do not provide direct services.

- b. Training Related Travel.** VOCA grant funds can support costs such as travel, meals, lodging and registration fees to attend training within the state. This limitation encourages applicants to attend available training within their immediate geographical areas, as travel costs will be minimal. **If the applicant anticipates using VOCA grant funds to attend the Annual Crime Victims' Rights Conference or the Governor's B.A.S.I.K. training, those costs should be included in the budget request.** It should be noted that all VOCA paid staff need to attend B.A.S.I.K. training, at least one staff person a year.
- c. Equipment and Furniture.** VOCA grant funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the applicant. VOCA grant funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, VOCA grant funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; fax machines, typewriters and word processors; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms and children's play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the hearing impaired or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable. Refer to the Federal OJP Financial Guide, effective edition, before these types of requests are made.

- d. Renting or Leasing Vehicles.** VOCA grant funds may be used to rent or lease vehicles if it is demonstrated to the Governor's Grants Program that such an expenditure is essential to delivering services to crime victims. It is the responsibility of the applicant to explain why it is requesting the need to rent or lease a vehicle to provide services. Both options must be explored and it must be shown how often vehicles will be used, cost, mileage, etc. VOCA grant funds may not be used to purchase vehicles.
- e. Contracts for Professional Services.** VOCA grant funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA funded organizations to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

Applicants are prohibited from requesting a majority of VOCA grant funds for contracted services which contain administrative overhead and other indirect costs

included in the hourly or daily rate. The Governor's Grants Program will only approve very limited and necessary contractual budget items.

- f. Operating Costs.** Examples for allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and activity records and programmatic documentation, reports, statistics and administrative time to maintain crime victims' records. **VOCA grant funds will not pay the pro-rated share of audit costs, unless the subgrantee organization meets the Single Audit threshold.**
- g. Supervision of Direct Service Providers.** The Governor's Grants Program may provide VOCA grant funds for supervision of direct service providers when it determines that such supervision is necessary and essential to providing direct services to crime victims. For example, the Governor's Grants Program may determine that using VOCA grant funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims. It will be the responsibility of the applicant to show how funds for supervision will be cost-effective in providing services to victims of crime.
- h. Repair and/or Replacement of Essential Items.** VOCA grant funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. The Governor's Grants Program will scrutinize each request for expending VOCA grant funds for such purposes to ensure the following: (1) the building is owned by the applicant organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) the cost of the repair or replacement is reasonable considering the value of the building, and (5) the cost of the repair or replacement is prorated among all sources of income. Any repair and/or replacement of essential items must be in compliance with the National Historic Preservation Act.
- i. Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures and newspaper notices can be supported with VOCA funds.

INELIGIBLE ORGANIZATIONS

Some public agencies, not for profit, community and faith based organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA grant funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private not for profit organizations that operate on federal land may be eligible subgrantees of VOCA victim assistance grant funds.
2. **In-Patient Treatment Facilities.** For example, facilities that provide treatment to individuals with drug, alcohol and/or mental health-related conditions.

NON-ALLOWABLE SERVICES, ACTIVITIES AND COSTS

The following services, activities and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds.

- a. **Lobbying and Administrative Advocacy.** VOCA grant funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling.** VOCA grant funds cannot be used to offer rehabilitative services to offenders. Likewise, VOCA grant funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Evaluations, Studies.** VOCA grant funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities.** VOCA grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA grant funds.
- e. **Fund-Raising Activities.**
- f. **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses; advertising expenses;

real estate purchases; mortgage payments; audits; and construction cannot be supported with VOCA grant funds.

- g. Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowed.
- h. Most Medical Costs.** VOCA grant funds cannot pay for nursing home care (emergency short-term nursing home shelter as described under: **ALLOWABLE SERVICES ACTIVITIES AND COSTS** is allowable), home health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization.
- i. Relocation Expenses.** VOCA grant funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, deposits on utilities, ongoing rent and mortgage payments. However, VOCA grant funds may be used to support staff time in locating resources to assist victims with these expenses.
- j. Ongoing Expenses.** VOCA grant funds cannot support ongoing expenses for victims such as rent, utilities, deposits, car repairs, etc., unless extraordinary and emergency safety issues for the victim can be demonstrated and documented.
- k. Administrative Staff Expenses.** Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals unless these expenses are incurred while providing direct services to crime victims.
- l. Development of Protocols, Interagency Agreements and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that applicants undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subgrantee.
- m. Costs of Sending Individual Crime Victims to Conferences.**
- n. Activities Exclusively Related to Crime Prevention.**

GRANT APPLICATION DEADLINE

Each grant application must be **received** in the Office of the Governor's Grants Program **no later than 5:00 p.m., August 22, 2006.** The mailing address is Landon State Office Building, 900 SW Jackson, Room 304 N, Topeka, KS 66612-1220.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from October 1, 2006 to September 30, 2007. Any funds not expended by September 30, 2007, must be returned to the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required in order to receive funding from the VOCA Crime Victim Assistance grant program:

1. A **Subgrant Award Report** due October 1, 2006.
2. The monthly **Financial Status Report** provides fiscal information on expenditures during the month. Monthly reimbursements are made based on this expenditure report. These reports are due 10 days following the end of each month.
3. The quarterly **Grant Project Statistical Report** provides a summary of victims served and services provided with grant funds and is due 10 days following the end of each quarter.
4. The **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds and is due 10 days following the end of each 6-month period.
5. The Governor's Grants Program staff will conduct grant project analysis and on-site grant compliance reviews.
6. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

GRANT REVIEW COMMITTEE

A committee may assist the Governor's Grants Program staff in determining grant awards for the Federal Victims of Crime Act Crime Victim Assistance grant program.

REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

1. Record of successful implementation of services to victims of crime;
2. Documentation and understanding of a problem as it relates to victims of crime;
3. Quality of the needs assessment in terms of proposed services for victims of crime;
4. Demonstration of clear, measurable and appropriate grant project objectives that are consistent with the purpose areas outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Community support and collaboration for VOCA proposed grant project;
7. Relevant budget information; and
8. Receipt of other federal, state, or local funding.

Each applicant will be notified in writing of the grant award decision.

INSTRUCTIONS

ATTENTION

Please read the following before completing and submitting the FEDERAL VICTIMS OF CRIME ACT grant application.

Please submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will not be considered for a grant award.

An incomplete application means the following:

- < Application is missing information;
- < Incorrect forms were used;
- < Application is not in the correct order; or
- < Insufficient number of copies submitted.

GENERAL INSTRUCTIONS

Submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first two pages have been numbered. **Do not submit any items not specified in the Summary of Contents, (i.e. pictures, news articles, letters of support). Do not include covers, appendices, fancy bindings, artwork, brochures, etc.** These items will be removed prior to the review.

#1

GENERAL INFORMATION FORM

#2

SUMMARY OF CONTENTS

#3

PRIOR ACCOMPLISHMENTS

Directions: Please share specific agency accomplishments over the previous 12-month period. Include the number of victims served by the agency. Describe any evaluations conducted and explain the results. If currently receiving VOCA funds, report the number of victims served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

****Please note, sections 4, 5, 6, and 7 are related. The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's evaluation plan should be used to demonstrate progress made toward achieving the proposed goal(s) and objectives.**

#4

PROBLEM STATEMENT AND NEEDS ASSESSMENT

Directions: The submission of an application presumes there is a definable problem that will be solved either in whole or in part with the grant project for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics that support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, assessing the community, input from clients or beneficiaries of the agency, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of victims the**

applicant projects to serve with these grant funds. If the request for funds has increased from the previous year's request, be sure to explain the need for additional funds and explain what additional services will be provided.

#5

PROPOSED GRANT PROJECT GOAL(S)

Directions: State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the entire agency as a whole. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment.

#6

PROPOSED GRANT PROJECT OBJECTIVES

Directions: List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Example:

Goal I: Victims served will have increased knowledge of crime victim information and access to services.

Objective	Activities	Person Responsible	Time Frame
1. 90% of victims served will be able to identify and access community resources.	1a. Case managers will inform victims and family members of community agencies and resources. 1b. Case managers will work with advocates in the community to coordinate services.	1a. Case Manager 1b. Case Manager	1. October 2006 - September 2007
2. Staff will begin support groups for crime victims and their family members.	2a. A support group facilitator will be hired. 2b. Groups will meet twice a week.	2a. Executive Director 2b. Group Facilitator	2a. Within 30 days of the beginning of the grant year. 2b. November 2006 - September 2007.
3. 95% of victims going through the criminal court system will receive advocacy and support.	3. Victims will meet with assigned court advocate once a week.	3. Court Advocate	3. Weekly, October 2006 - September 2007.

#7

PROPOSED GRANT PROJECT MONITORING, EVALUATION AND DETERMINING RESULTS

Directions: Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information that is monitored be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

#8

PROPOSED GRANT PROJECT STAFFING PATTERN

Directions: Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring the grant project's progress.

#9

PROPOSED GRANT PROJECT COLLABORATION

Directions: Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

#10

UNDERSERVED POPULATIONS

Directions: Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial or cultural background; language diversity; persons with disabilities; or geographic isolation, etc.

#11

DISSEMINATION OF CRIME VICTIMS' RIGHTS INFORMATION

Directions: Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

#12

CIVIL RIGHTS CONTACT INFORMATION

Directions: Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

#13

BUDGET SUMMARY FORM

Directions: Complete the Budget Summary Form as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The request should be reasonable to reach the proposed grant project goal(s) and objectives. When listing Personnel positions, **circle after each position whether it is a new position (N) or an existing position (E) to the agency. Each position only has one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative.

BUDGET NARRATIVE

Directions: Describe in detail each item listed in the Budget Summary Form. Please state any new job duties or functions of personnel listed. **Show all calculations used to arrive at each line item request.** For example, for items such as personnel, show the annual salary rate and the percentage of time devoted to each personnel position to be paid for with these funds. For fringe benefits, show the specific rate being applied, etc. If the position is not expected to be filled for the entire 12-month grant project period, prorate the salaries and fringe benefits to reflect the same time frame used in the proposed grant project goal(s) and objectives. **For direct assistance to victims, specifically list the types of assistance that VOCA grant project funds will provide.**

Follow the format below when writing each budget category in the budget narrative. An example is provided.

Example:

Name/Position or Item with Description	Purpose	Location, if applicable	Computation	Request
Personnel: Case Manager (N)	To implement proposed objectives		\$12.00 per hour x 1914 hours (2080 x 11/12)	\$ 22,968
Fringe Benefits: FICA	Employer's Share		22,968 x 7.65%	\$ 1,757
Travel: * Conferences/Workshops	Annual Crime Victims' Rights Conference	Wichita, KS	200 miles x .36 \$95 x 2 nights lodging; meals at \$30/day x 2 days	\$ 72 190 <u>60</u> \$ 322
Equipment: ** 1 ABC computer	For use by the case manager	shelter	computer \$900	\$ 900
Training: BASIK	Victim Advocate Training	Salina, KS	180 miles x .36 \$55 x 5 nights lodging; meals at \$24/day x 5 days	\$ 65 275 <u>120</u> \$ 460

***Please note that for purposes of this application and grant program, VOCA grant funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Office may be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

#15

CURRENT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's current fiscal year budget, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Program income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses.

Example of budget income:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	\$10,000	Projected	8/06
United Way	5,000	Received	1/06
Walk-A-Thon	500	Collected	2/06
VOCA-GOV	<u>20,000</u>	Requested	8/06
Total Program Income	\$35,500		

Note: Budget expenses are also required.

#16

NEXT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's next fiscal year budget, including balanced income **and** expenses. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Program income should list **all** sources of financial support (i.e. foundations, governmental agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates to collect the income. Be sure to include this VOCA grant request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses. Follow the same example as above.

#17

PROOF OF 501(C) STATUS

Directions: If the applicant is a **not for profit, community or faith based organization**, submit proof of the agency's exempt status as determined by the Internal Revenue Service.

#18

SECRETARY OF STATE REGISTRATION

Directions: If the applicant is a **not for profit, community or faith based organization**, submit a **current** (less than one year old) copy of the agency's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564

#19 **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE
WORKPLACE REQUIREMENTS**

Directions: The applicant must carefully read, sign and submit the attached certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements.

#20 **CURRENT AUDIT REPORT**

Directions: **If the applicant is a not for profit, community or faith based organization, include one copy of a current audit report and provide information on local audit procedures.** Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

If the Governor's Grants Office has previously received a copy of the most current audit report, please state this in the application and include information on what period was covered, who did the audit, and when it was done.

ATTACHMENTS

GENERAL INFORMATION FORM

SUMMARY OF CONTENTS

BUDGET SUMMARY FORM

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**